REPORT RESUMES

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FACILITIES INVENTORY MANUAL FOR THE UNITS OF HIGHER EDUCATION IN MONTANA.

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MONTANA COMMISSION FOR HIGHER EDUC. FACILITIES

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THIS MANUAL WAS PREPARED TO ASSIST AND GUIDE THOSE PERSONS RESPONSIBLE FOR MAINTAINING AN INVENTORY OF PHYSICAL FACILITIES AT THE PUBLIC AND PRIVATE UNITS OF HIGHER EDUCATION IN MONTANA. THE PHYSICAL FACILITIES INVENTORY DATA WILL BE USEFUL IN THE FOLLOWING AREAS--(1) TO PROVIDE A CONTINUING, ACCURATE RECORD FOR EACH BUILDING, (2) TO PROVIDE A BASIS FOR APPRAISAL OF EXISTING BUILDINGS AND TO DETERMINE FEASIBILITY OF RENOVATION, EXPANSION OR ABANDONMENT, (3) TO PROVIDE A BASE FROM WHICH TO DEVELOP A LONG RANGE BUILDING PROGRAM AND THE PLANNING OF SPECIFIC PROJECTS, (4) TO PROVIDE JUSTIFICATION FOR REQUESTS FOR CAPITAL OUTLAY APPROPRIATIONS OR FUND RAISING, AND (5) TO PROVIDE DATA FOR SCHEDULING, INFORMATION FOR PUBLICATIONS AND REPORTS, ADMINISTRATION USE, UTILIZATION STUDIES, AND COMPARISONS WITH SIMILAR INSTITUTIONS. GUIDELINES ARE GIVEN FOR DATA COLLECTION PROCEDURES, DATA SHEET FORMATS, BUILDING INVENTORIES, BUILDING NUMBER CODES, FUNDS SCHEDULES, AND ROOM INVENTORIES. APPENDICES ARE INCLUDED ON PROCEDURES FOR ROOM CLASSIFICATIONS AND TABLES OF ORGANIZATIONAL UNITS FOR HIGHER EDUCATIONAL INSTITUTIONS. (BH)

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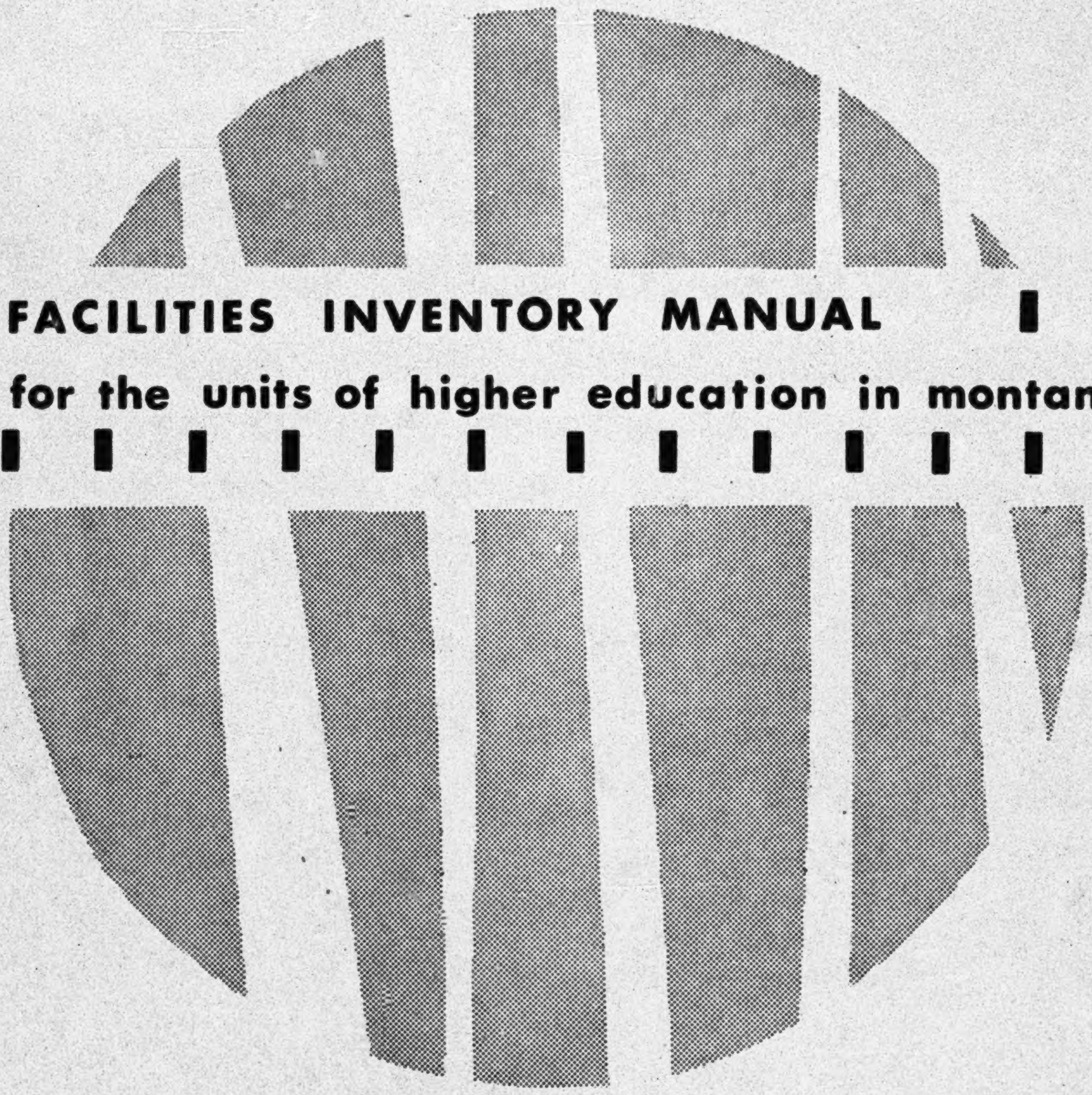

FACILITIES INVENTORY MANUAL

for the units of higher education in montana

prepared by

the office of the secretary of the montana
commission for higher education facilities

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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INVENTORY MANUAL

Montana University System

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ACKNOWLEDGEMENTS

The Montana Commission on Higher Education Facilities wants to especially thank those agencies from whose publications they have extracted definitions and information for use in this manual.

I. FACILITIES CLASSIFICATIONS AND INVENTORY PROCEDURES FOR INSTITUTIONS AND STATE AGENCIES, Fifth Draft, Office of Education, HEW, August, 1967.

II. INSTRUCTIONS FOR TAKING AN INVENTORY OF COLLEGES AND UNIVERSITY PHYSICAL FACILITIES, South Dakota Commission on Higher Education Facilities, as revised June, 1967.

III. FACILITIES INVENTORY MANUAL FOR NEW YORK STATE, Office of Higher Education Planning, State of New York.

INTRODUCTION

The Higher Education Facilities Act of 1963 requires space inventory and utilization data as part of all requests for funds. This inventory of all physical facilities is needed to provide that utilization data. Logically, the data must be consistent throughout all higher education units to be meaningful and therefore, this manual containing standard forms and classification systems is presented for institutional use. The data requested for this inventory is based on information requested by the U. S. Office of Education.

With such a standardization of data, the priorities for assistance for capital outlay projects can be established more equitably.

Good management dictates that the higher education units in Montana have an accurate record of their physical facilities. Only with such a record is it possible to provide adequate justification for requests for funds from the legislature or other sources. Good data showing (1) what you have, (2) how you are using what you have, and (3) your future needs will certainly receive attention from those who grant authority for capital outlay expenditures.

This manual has been prepared to assist and guide those persons charged with maintaining an inventory of physical facilities at the public and private units of higher education in Montana. Listed below are some of the uses of the physical facilities inventory data:

1. To provide a continuing, accurate record of each building.
2. To provide a basis for appraisal of existing buildings and to determine feasibility of renovation, expansion or abandonment.

3. To provide a base from which to develop a long range building program and the planning of specific projects.
4. To provide justification for requests for capital outlay appropriations or fund raising campaigns.
5. To provide date for scheduling, information for publications, reports, administrative use, utilization studies and comparison with similar institutions.
6. To provide data for preparation of legislation and long-range planning by state, regional and national groups.
7. To provide for a central source for this type of information.

Examples of the forms necessary to complete and maintain the inventory are included in this manual and each institution is requested to prepare the information in duplicate. One set of completed forms should be furnished the Office of the Executive Secretary of the Montana University System where the information will be transmitted to a computer for processing. The other set of forms should be kept at the institution. It is imperative that the inventory be updated at least biennially.

Processing of the inventory data will be done in conjunction with data for utilization, enrollment and budget. The inventory data processed will be available either on a periodic basis or upon request.

It is suggested that the manual be thoroughly studied before any action is taken.

section 1

building inventory

SECTION I, BUILDING INVENTORY

Suggested procedure for collecting building data.

1. Site or campus plan - using a site or campus plan of all institutional property, assign a three digit number to each building. Updating of the inventory presents an opportunity for updating the campus plan.
2. Using the building inventory form, to be reproduced locally, enter all information as designated on the following pages.

Note: This form to be reproduced locally on a 8 1/2 by 11 sheet and as shown except that the institution may include additional data for its own use.

(SIDE ONE)

BUILDING DATA COLLECTION FORM

1. Abbreviated Building Name - - - - - - - - - -.
2. Building Number - - - - - - - - -.
3. Gross Square Feet - - - - - -.
4. Actual Capital Investment (in Thousands of Dollars) - - - - -.
5. Date of Initial Occupancy - - - -.
6. Date of Inventory ____________________.

(SIDE TWO)

7. SOURCE OF FUNDS

FOR BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

Thousands of Dollars

01 _ _ _ _ _
02 _ _ _ _ _
03 _ _ _ _ _
04 _ _ _ _ _
05 _ _ _ _ _
06 _ _ _ _ _
07 _ _ _ _ _
08 _ _ _ _ _
09 _ _ _ _ _
10 _ _ _ _ _
11 _ _ _ _ _
12 _ _ _ _ _

Thousands of Dollars

13 _ _ _ _ _
14 _ _ _ _ _
15 _ _ _ _ _
16 _ _ _ _ _
17 _ _ _ _ _
18 _ _ _ _ _
19 _ _ _ _ _
20 _ _ _ _ _
21 _ _ _ _ _
22 _ _ _ _ _
23 _ _ _ _ _
24 _ _ _ _ _

building number codes

SEE ITEM (2) - BUILDING NUMBER

Institutional Code

U of M	0 4 *
MSU	0 3 _
MCMST	0 6 _
NMC	0 9 _
WMC	0 5 _
EMC	0 8 _
Carroll College	0 7 _
College of Great Falls	1 0 _
RMC	0 2 _
Miles Community College	1 1 _
Dawson College	1 2 _
Flathead Valley Community Col.	1 3 _

* off campus or branch campus facility (institution should provide a schedule of this breakdown when inventory is submitted.)

Condition Code

Permanent	0	Adequate
	1	(Needs renovation)
Temporary	2	Adequate
	3	(Needs renovation)
	4	(To be razed_

Ownership Code

1	Owned:	By the institution or State.
2	Not Owned:	Being leased or rented to the institution or state at typical local rate.
3		Made available to institution or state at no cost or at a nominal rate.
4		Title vested in holding company, foundation, or building corporation, payments are being made by the institution or state; title will ultimately pass to the institution or state (includes lease-purchase agreements).
5		Shared with an institution of below college level.
6		Shared with another institution of college level.

(1) Abbreviated Building Name - use spaces needed but no more than nine:

U N I V _ H A L L

(2) Building Number - use eight spaces as noted below:

Institution Code	0 4 2* _ _ _ _ _	* to indicate off campus or branch campus
Ownership Code	_ _ _ 4 _ _ _ _	
Building Number	_ _ _ _ 0 1 5** _	** to be assigned by the unit
Condition Code	_ _ _ _ _ _ _ 0	

The following is an example: A building #015 (from site or campus plan) owned by the University of Montana Foundation and not completely paid for, located at the Yellowbay Experiment Station (assume branch campus designation of 2) and permanent without need for renovation: 0 4 2 4 0 1 5 0

(3) Gross square feet - use spaces needed but no more than six:

0 3 5 0 0 0

a. Definition

"Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

b. Basis for Measurement

Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

c. Description

In addition to ground - to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses and mechanical equipment floors, lobbies, mazzanines, all balconies--inside or outside--utilized within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area.

(4) Actual Capital investment:
(in thousands of dollars)

0	0	9	5	0
ten million	million	hundred thousand	ten thousand	thousand

(5) Date of initial occupancy: 1 9 6 5

(6) Date of Inventory: December 1, 1967.

(7) Side 2 of the building inventory form should be filled out using following schedule of categories.

source of funds schedule

SEE ITEM (7)

SOURCE OF FUNDS BY CATEGORY
FOR ALL BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

		Thousands of Dollars
Governmental Appropriations	01 State government	
	02 Local government	
Federal Government Grants	03 Title I HEFA, P.L. 88-204	
	04 Title II HEFA, P.L. 88-204	
	05 Public Health Service	
	06 National Science Foundation	
	07 Other: Specify	
Direct Tax Levy	08 State government	
	09 Local government	
General Obligation Bonds	10 State government	
	11 State authority	
	12 Local government	
	13 Institutional	
	14 Title III HEFA loans under P.L. 88-204	
Revenue	15 College Housing Loan Program (HHFA)	
	16 Other than from HHFA	
Other	17 Pledged student building fees	
	18 Gifts and grants	
	19 Current funds	
	20 Investment of/or borrowed from endowment funds	
	21 Investment of/or borrowed from other college funds	
	22 Borrowed from private or commercial sources outside the institution	
	23 Source unknown	
	24 Other: Specify	

(SIDE TWO)

7. SOURCE OF FUNDS

FOR BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

Thousands of Dollars

01 ------

02 ------

03 ------

04 ------

05 ------

06 ------

07 ------

08 ------

09 ------

10 ------

11 ------

12 ------

Thousands of Dollars

13 ------

14 ------

15 ------

16 ------

17 ------

18 ------

19 ------

20 ------

21 ------

22 ------

23 ------

24 ------

(SIDE ONE)

Note: This form to be reproduced locally on a 8 1/2 by 11 sheet and as shown except that the institution may include additional data for its own use.

BUILDING DATA COLLECTION FORM

1. Abbreviated Building Name - - - - - - - - - -.
2. Building Number - - - - - - - - -.
3. Gross Square Feet - - - - - -.
4. Actual Capital Investment (in Thousands of Dollars) - - - - -.
5. Date of Initial Occupancy - - - -.
6. Date of Inventory ______________________.

section 2

room inventory

SECTION II, ROOM INVENTORY

SUGGEST PROCEDURE FOR COLLECTING ROOM DATA.

1. Floor plans - using a floor plan of each floor of each building pertinent to the institution, assign a three digit number to every room in every building.
2. Using the room inventory form, to be reproduced locally, enter all information as designated on the following pages.

Note: This form to be reproduced locally on a 8 1/2 by 11 sheet and as shown except that the institution may include additional data for its own use.

ROOM DATA COLLECTION FORM

One Sheet (8½ X 11) Per Room

(1) Building Name ______________________________

Building Number _ _ _ _ _ _ _ _ _ Room Number _ _ _ _ (2)

(3) Type of Room ______________________________

(4) Organizational Unit ______________________________

(5) Date of Record: __________ Prepared by: __________ (6)

CODE NUMBERS:

Room Type	Organizational Unit		Activity	Stations	Floor Area
	Group	Subject Field			
_ _ _	_	_ _ _	_ _	_,_ _ _	_ _,_ _ _
(7)	(8)		(9)	(10)	(11)

(12) Notes:

EXAMPLE: Assume the same example as in the building inventory (Section I) with room No. 101 in need of minor renovation. This room is a ten (10) station laboratory for regularly scheduled laboratory sessions in Biological Science.

(1) Building Name - write out building name in full.

Building name - Waterbug Laboratory Building

Building Number - must correspond with that on the building inventory.

Building number - 0 4 2 4 0 1 5 0

(2) Room Number - use four spaces as noted below:

Room number - 1 0 1 2*

* denotes condition

1 - adequate   2 - needs renovation   3 - temporary use

Note: If renovation cost exceeds $25,000 the indication for need of renovation should be indicated in the building number.

(3) Type of Room - words or abbreviations as in standard classification of room types, see Appendix "A".

Type of room - class laboratory

(4) Organizational Unit - words or abbreviations as in standard classification, see Appendix "B".

Organizational Unit - Department of Instruction & Research, Biological Science

Enter the institution's own name of the applicable department. The institution will find it necessary to further break down the subject field classification into their departmental levels for its own use. In such case, the institution should furnish name and code number for this breakdown and take care that the breakdown does not conflict with the standard system.

(5) Date of record - "as of" date of the inventory.

(6) Prepared by - name of person taking inventory.

Prepared by Gary Grizzly

(7) Standard Classification code for room type based on (3) on previous page, see Appendix "A".

Room Type

2 1 0

(8) Standard classification of organizational units and subject field based on (4) on previous page, see Appendix "B".

Organizational Unit
Group Subject Field

1 2 1 0

Enter the code number from Appendix "B". The institution will find it necessary to further break down the subject field classification into their departmental levels for its own use. In such case, the institution should furnish name and code designation breakdown and take care that the additional breakdown does not conflict with the standard classification.

(9) Standard classification of activity from Appendix "C".

Activity

1 0

(10) Number of stations:

a. For movable seat classrooms use the following formula to determine the number of stations:

$$\frac{\text{(length - 10 ft.) X width}}{\text{10 sq. ft. per station}} = \_\_\_\_\_\_\_\_ \text{ stations}$$

The 10 feet subtracted from the length represents teaching area.

b. In fixed seat classrooms and laboratories, count the actual number of stations.

c. For areas with movable seating and which are not primarily used as classrooms, as in (a), base station count by the primary use and actual stations available for that use.

Stations

0, 0 1 0

(11) Square footage (nearest whole number) for every room should be measured accurately.

Floor area

0 0, 4 0 0

(12) Notes: Special facilities (e.g., audio-visual), qualitative rating, etc., as desired for institution's purposes, dimensions (sketch, if necessary) for calculation of floor area.

You may find that assigning specific code classification is difficult at times. The following judgements are suggested as an aid to making a decision.

a. What is the primary use?

b. What use will the room ultimately serve?

c. What use is the room best suited to serve?

It is suggested that the manual be thoroughly studied before any action is taken.

APPENDIX "A"

TYPE OF ROOM

STANDARD CODES
AND
DEFINITIONS

In the development of this classification scheme for room types, it has not been possible to specify with fine precision the principles of the system. Although it may lack the qualities of a sophisticated, scientific system of classification, the classification or types of rooms does reflect certain principles derived from the experience of those who have dealt with the complex problems of a space inventory. The principles are enumerated below.

1. The type of room definitions should encompass all types of space found in buildings on the campus of an instituion of higher education. Although some types of space may be of less interest than others, the omission of any space may lead to the inadvertent omission of appropriate data.

2. Since classroom and teaching laboratory utilization studies are still prevalent, the classification scheme should distinguish between those rooms for which such a utilization study is appropriate, and those rooms or facilities for which such analyses are not appropriate, even though they are used for instructional purposes.

3. Terms associated with function or subject-matter areas should be avoided in the classification of room types. This principle has led to the introduction of some relatively unfamiliar terminology. In order to avoid such functional terms as instruction, research, and library, for example, the terms class laboratory, non-class laboratory, and study facilities have been employed to designate teaching laboratories, research laboratories, and library reading rooms.

4. The proposed classification should not replace existing institutional systems of classifying rooms, but should, to the degree possible, be compatible with existing inventory methods. The categories of space are intentionally broad for purposes of collecting statistical information at the national (or state) level.

5. A corollary of the preceding principle, is that the system should produce meaningful and comparable summary data insofar as possible. Thus, for comparative purposes, it is intended that the definition of classrooms is sufficiently specific to give reasonable assurance that all institutions will report the same types of space within this category. Similar intentions attach to each defined type of space, although it is recognized that some "catch-all" categories are included within the system.

6. The system should be useful in the projection of space needs. The development of factors for the projection of facility needs requires that existing space be grouped in a manner consistent with these factors. This principle precludes the use of a system which merely enumerated space on the basis of popular terminology, such as cold room, balance room, barber shop, studios, darkroom, etc.

STANDARD TYPE OF ROOM CLASSIFICATION

100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Laboratory Service

220 Special Class Laboratory
225 Special Class Laboratory Service

230 Individual Study Laboratory
235 Individual Study Laboratory Service

250 Non-Class Laboratory
255 Non-Class Laboratory Service

300 OFFICE FACILITIES

310 Office
315 Office Service

350 Conference Room
355 Conference Room Service

400 STUDY FACILITIES

410 Study Rooms

420 Stack

430 Open-Stack Reading Rooms

440 Library Processing Rooms

455 Study Facilities Service

500 SPECIAL-USE FACILITIES

510 Armory Facilities
515 Armory Facilities Service

520 Athletic-Physical Education Facilities
523 Athletic Facilities Spectator Seating
525 Athletic-Physical Education Facilities Service

530 Audio-Visual, Radio, TV Facilities
535 Audio-Visual, Radio, TV Facilities Service

TYPE OF ROOM CLASSIFICATION (Continued)

540 Clinic Facilities (Non-Medical)
545 Clinic Facilities Service (Non-Medical)

550 Demonstration Facilities
555 Demonstration Facilities Service

560 Field-Service Facilities

590 Other Special-Use Facilities
595 Other Special-Use Facilities Service

600 GENERAL-USE FACILITIES

610 Assembly Facilities
615 Assembly Facilities Service

620 Exhibition Facilities
625 Exhibition Facilities Service

630 Food Facilities
635 Food Facilities Service

640 Health Facilities (Student)
645 Health Facilities Service (Student)

650 Lounge Facilities
655 Lounge Facilities Service

660 Merchandising Facilities
665 Merchandising Facilities Service

670 Recreation Facilities
675 Recreation Facilities Service

690 Other General-Use Facilities
695 Other General-Use Facilities Service

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities
715 Data Processing-Computer Facilities Service

720 Shop Facilities
725 Shop Facilities Service

730 Storage Facilities
735 Storage Facilities Service

740 Vehicle Storage
745 Vehicle Storage Service

TYPE OF ROOM CLASSIFICATION (Continued)

750 Central Food Stores

760 Central Laundry

790 Other Supporting Facilities
795 Other Supporting Facilities Service

800 MEDICAL CARE FACILITIES

810 Human Hospital-Clinic Facilities
815 Human Hospital-Clinic Facilities Service

820 Human Hospital-Patient Care Facilities
825 Human Hospital-Patient Care Facilities Service

840 Dental Clinic Facilities
845 Dental Clinic Facilities Service

850 Veterinary Hospital-Clinic Facilities
855 Veterinary Hospital-Clinic Facilities Service

860 Veterinary Hospital-Animal Care Facilities
865 Veterinary Hospital-Animal Care Facilities Service

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

920 One-Family Dwelling

930 Multiple Family Dwelling

999 PRORATE

000 NON-ASSIGNABLE AREA (See Appendix C for definitions.)

010 Custodial Area

020 Circulation Area

030 Mechanical Area

040 Construction Area

080 UNASSIGNED AREA

081 Inactive Area

082 Alteration or Conversion Area

083 Unfinished Area

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms, auditoriums, or class laboratories. Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a Class Laboratory.

115 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom.

Limitations: This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

215 Class Laboratory Service

Definition: A room which directly serves a Class Laboratory as an extension of the activities of the class laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, animal rooms, greenhouses, and similar facilities which serve a Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc.

Limitations: This category does NOT include Class Laboratories (210), individual study rooms (230 and 410), nor research laboratories (250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Special Class Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Individual Study Laboratories, or Non-Class Laboratories.

230 Individual Study Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include individual study facilities which are intended for general study purposes. Study facilities not related to a specific area of study are classified as Study Rooms (410).

235 Individual Study Laboratory Service

Definition: A room which directly serves an Individual Study Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Individual Study Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-office.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories; see Class Laboratory, Special Class Laboratory, and Individual Study Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Class Laboratory, a Special Class Laboratory, or an Individual Study Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Also included in this category is a Studio (music, art, etc.) if such a room serves as an office for a staff member. (A Studio intended to serve a group of students is classified as Class Laboratory.) An Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory". A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. However, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

315 Office Service

Definition: A room which directly serves an Office (or group of offices) as an extension of the activities in an Office (or group of offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include centralized mimeograph and printing shops.

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Service Facilities.)

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.)

Limitations: This category does NOT include Individual Study Laboratories. An Individual Study Laboratory is limited in use to a particular area of study, while a Study Room is intended for general study (or a broad area of study). This category does NOT include Classrooms, Class Laboratories, Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges.

420 Stack

Definition: A room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities. Separate tape storage rooms for language laboratories should be classified as Laboratory Service.

Separate rooms containing musical scores, records, and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library or Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service.

430 Open-Stack Reading Room

Definition: A room which is a combination of Study Room and Stack, generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category would NOT be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis in anticipated. Further limitations are defined under Study Room (410) and Stack (420).

440 Library Processing Rooms

Definition: A room which serves a Study Room, Stack, or Open-Stack Reading Room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: offices for staff (which are classified as Offices); acquisitions work areas (which are classified as Offices); campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas (which are classified as Shops); instructional facilities for Library Science staff (which are classified as Classrooms, Class Laboratories, Special Class Laboratories, Offices, or other appropriate designations.

455 Study Facilities Service

Definition: A room which directly serves a Study Room, Stack, Open-Stack Reading Room, or Library Processing Room as a direct extension of the activities in such rooms.

Description: Other categories in these TYPE OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does NOT include card catalogs, circulation desks, and other areas designated under Library Processing Rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units.

Description: This category includes indoor drill areas, rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as Classrooms, Class Laboratories, and Offices.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, etc.

Limitations: Classroom Service, Class Laboratory Service, and Office Service rooms are so classified even though they are located in an Armory.

520 Athletic-Physical Education Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields", and fieldhouses.

Limitations: No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) This category does NOT include Classrooms, Laboratories, or Offices even though they may be located in an Athletic building. This category does NOT include the spectator seating area associated with athletic facilities (see below). It does NOT include outside fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums and natatoria. Stadia seating should not be included since by definition it is construction area, non-assigrable space.

Limitations: This category does NOT include temporary or movable-seating areas.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does NOT include public toilet rooms.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

535 Audio-Visual, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, video tape recorder room, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as Non-Class Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms or Class Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry,etc. (in a home demonstration facility) and kitchen, lockers, shower rooms, etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Field-Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Non-Class Laboratories.

590 Other Special-Use Facilities

A category of last resort.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves an Assembly Facility as an extension of the activities of such a facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as Circulation space.

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes work rooms for the preparation of materials and displays, vault or other storage for works of art, check rooms, etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls (or separate facilities serving a group of residence halls) are classified as Residential.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes examination rooms, bedrooms, surgery rooms, clinics, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, psychology clinics, and similar instructional and/or research facilities. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur.

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student) as an extension of the activities in such a facility.

Description: Included in this category are such rooms as dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc.

Limitations: This category does NOT include service rooms for teaching clinics or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A Lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area.

655 Lounge Facilities Service

Definition: A room which directly serves a Lounge, such as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks", and motel-hotel rooms.

Limitations: This category does NOT include dining rooms, restaurants, snack bars, and similar Food Facilities. It does NOT include meeting rooms which are classified as Conference Rooms.

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, linen rooms, laundry rooms, valet service, and private toilets.

Limitations: This category does NOT include public toilet rooms.

670 Recreation Facilities

Definition: A room used by students (staff and/or the public) for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms.

Limitations: This category does NOT include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.) or golf courses.

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of the activities of such a facility.

Description: This category includes storage closets, equipment issue rooms, cashiers desk, and similar areas.

Limitations: This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities. It does NOT include Athletic-Physical Education Facilities Service Areas.

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office of Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category.

A data processing facility used only for instruction should be jointly classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction", "research", "public service", "library", "general administration", etc., can be accomplished separately by the classification of FUNCTION; i.e., independently of this room-type classification.)

715 Data Processing-Computer Facilities Service

Definition: A room which directly serves a Data Processing-Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving, and central stores.

Limitations: This category does NOT include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as Class Laboratories. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). Materials preparation areas in Audio-Visual, Radio Stations, and TV Studios should be classified as Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as Vehicle Storage Service. Engineering drafting rooms serving the physical plant operation are classified as Offices. Blueprint storage rooms are classified as Office Service.

725 Shop Facilities Service

Definition: A room which directly serves a Shop as an extension of the activities in such a room.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas should be included.

Limitations: This category does NOT include service areas related to Class or Non-Class Laboratories. It does NOT include vehicular repair facilities ("garages") which are classified as Vehicle Storage Service. Blueprint storage rooms should be classified as Office Service. Public toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description & Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A room (or structure) which is used to store vehicles.

Description: This category includes rooms (or structures) generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Field-Service Facilities which are used to house farm implements. It is recommended that parking structures not be included.

745 Vehicle Storage Service

Definition: A room (or structure) used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does NOT include service areas which serve building maintenance and repair which are classified as Shop Facilities.

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a Central Food Stores building.

Limitations: Offices and conference rooms located in a Central Food Stores building are classified as Offices and Conference Rooms. Food storage areas, freezers, lockers, etc., NOT located in a Central Food Stores building are classified as Food Facilities Service.

760 Central Laundry

Definition: A central facility for washing, drying, and ironing of linens, uniforms, and other institutional material.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

790 Other Supporting Facilities

A category of last resort.

795 Other Supporting Facilities Service

A category of last resort

800 MEDICAL CARE FACILITIES

Note: This category does NOT include student health care facilities.

This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, operating rooms, x-ray rooms, physical therapy rooms, delivery rooms, labor rooms, recovery rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology, and ophthalmology. Physical and occupational therapy clinics associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc., serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities, Shops, Merchandising Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms supporting diagnostic functions, and similar rooms which support clinical facilities, but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service.

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, wards, nurseries, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction.) This category does NOT include Patient Care Facilities in a Student Health Center. It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a Patient Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as nurses stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms, and food service facilities for patients.

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities.

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a Dental Clinic as a direct extension of the activities in such a room.

Description: This category includes supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, surgery rooms, x-ray rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Veterinary Hospital-Clinic Facilities are distinguished from Veterinary Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such a facility. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include surgery rooms and similar facilities which serve as preparation areas for Class Laboratories or Non-Class Laboratories. Such rooms are classified as Service Facilities to such laboratories.

855 Veterinary Hospital-Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, scrub-up rooms, animal rooms used for diagnostic purposes, etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description: This category includes rooms generally referred to as animal rooms, stalls, wards, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 850 for basis of distinction.) Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital-Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

911 Dormitory

Definition: Living quarters for unmarried persons.

Description: This category includes all bedrooms, non-public bathrooms, laundry rooms, pressing rooms, and storage rooms (other than Food Storage) in a residence hall for unmarried persons.

Limitations: Rooms in a dormitory which serve primarily as classrooms should be classified as classrooms. Offices for staff members should be classified as Offices. Study Rooms (for general student use, not in areas which are part of bedrooms) should be classified as Study Rooms. Food Storage Rooms should be classified under 912 Food Service in Residence Halls.

912 Food Service in Residence Halls

Definition: Those facilities where food is prepared and served to the occupants.

Description: This category includes all dining halls, kitchens and food service facilities in residence halls for unmarried persons.

Limitations: Rooms which are used primarily for the public or for faculty should not be included here. Faculty dining facilities should be classified under 630.

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to, staff (or students).

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

APPENDIX "B"

ORGANIZATIONAL UNIT

STANDARD CODES
AND
DEFINITIONS

STANDARD ORGANIZATIONAL UNIT CLASSIFICATION

Institutions of higher education vary widely in their organization. Tables of organization range from colleges without any departmental structure to institutions organized by departments, divisions, colleges, institutes, and so on. Examples can be found of single departments organizationally responsible to two or three colleges within an institution.

Despite these widely divergent patterns of organization, it is possible to distinguish certain elements of commonality however formally or informally these may reflect themselves in a table of organization. Eight broad categories of organizational units have been identified, not all of which occur in the case of any given institution:

1. Departments of Instruction and Research
2. Organized Activity Units
3. Organized Research Units
4. Public Service Units
5. Library
6. General Administration

6.5 Institutional Services (Physical Plant)

7. Auxiliary Services
8. Noninstitutional Agencies

The first four of these Organizational Units are capable of further subdivision into subject-matter areas. While it might be possible to enumerate all of these subject-matter areas, practical considerations of data summary and analysis require that some meaningful grouping be established.

SUMMARY OF STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS & SUBJECT FIELDS

1000 DEPTS. OF INSTRUCTION & RESEARCH

- 1100 GENERAL OR UNCLASSIFIED
    - 1110 General
    - 1120 Unclassified
    - 1199 (Classrooms)

- 1200 LIFE SCIENCES
    - 1210 Biological Sciences
    - 1220 Agricultural Sci.
    - 1230 Health Sciences
        - 1231 Medicine
        - 1232 Veterinary Med.
        - 1233 Dentistry
        - 1234 Nursing
        - 1235 Pharmacy
        - 1236 Public Health
        - 1238 Other
        - 1239 General
    - 1299 General Life Sci.

- 1300 M.C.P.E. SCIENCES
    - 1310 Mathematical Sci.
    - 1320 Computer Sciences
    - 1330 Physical Sciences
    - 1340 Engineering Sciences
    - 1399 General MCPE Sci.

- 1400 BEHAVIORAL SCIENCES
    - 1410 Psychology
    - 1420 Social Sciences
    - 1499 General Social Sci.

- 1500 HUMANITIES
    - 1510 Fine Arts
    - 1520 Letters
    - 1599 General Humanities

- 1600 PROFESSIONS
    - 1610 Admin. Professions
    - 1620 Education
    - 1630 Environmental Design
    - 1640 Home Economics
    - 1650 Law
    - 1660 Social Work
    - 1670 Theology
    - 1690 Other Professions
    - 1699 General Professions

(Continued in next column)

- 1700 TECHNICAL-VOCATIONAL
    - 1705 Agricultural
    - 1710 Apparel
    - 1715 Business
    - 1720 Construction
    - 1725 Engin'g & Indust'l
    - 1730 Graphic Arts
    - 1735 Health
    - 1750 Public Service
    - 1760 Transportation
    - 1790 Other
    - 1799 General

- 1800 PHYS. EDUC. & MIL. SCI.
    - 1810 Physical Education
    - 1820 Military Sciences

2000 ORGANIZED ACTIVITY UNITS

2100-2820: Same as 1100-1820

3000 ORGANIZED RESEARCH UNITS

3100-3820: Same as 1100-1820

4000 PUBLIC SERVICE UNITS

4100-4820: Same as 1100-1820

5000 LIBRARY

6000 GENERAL ADMINISTRATION

6500 INSTITUTIONAL SERVICES (PHYSICAL PLANT)

7000 AUXILIARY SERVICES

8000 NON-INSTITUTIONAL AGENCIES

9000 UNASSIGNED

- 9081 Inactive
- 9082 Alteration or Conversion
- 9083 Unfinished

(See succeeding pages for definitions of the above categories.)

In this classification system, the first digit of the 4-digit code number identifies the standard organization-unit category, and the last three digits identify the standard subject-field category. The same 3-digit coding of subject-field categories is used in each of the first four organizational-unit categories; the fifth and succeeding organizational-unit categories (5000-9000) are not classified by subject fields.

In the subject-field classification system, the broad categories coded in multiples of 100 are intended only for captions and subtotals in tabulated reports. For departments and other organizational units with subject fields too broad for specific identification in this system, the most appropriate code with 9 as the last digit should be used, except that units significantly representing two or more subject fields here coded in multiples of 100 should be coded -110, with the appropriate organizational-unit code as the preceding digit.

The subject-field code -199 is reserved for rooms classified as classroom facilities (room-type codes 110 and 115). The subject-field coding of all such rooms should be -199, preceded by the appropriate organizational-unit code, irrespective of any departmental assignment indicated in the institution's own records, so that those rooms (classrooms and classroom-service rooms only) will be consistently excluded from the subject-field data of all institutions. (Note: The subject field of all other general-assignment rooms for departments of instruction and research should be coded 1110 if no more specific coding is appropriate.)

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH

Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. (See also 3000.)

1100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

1110 GENERAL: Identifiable but broader than any category below--e.g., dean of arts and sciences.

1120 UNCLASSIFIED: Not identifiable--e.g., students with no declared major.

1199 (Classroom Facilities: Room-type codes 110 & 115 only.)

1200 LIFE SCIENCES

1210 BIOLOGICAL SCIENCES: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 1220 and 1230.)

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH - Continued

1200 LIFE SCIENCES - Continued

1220 AGRICULTURAL SCIENCES: As 1210, but in an agricultural college or school, including forestry, but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine.
(See also 1232, 1340, 1420, 1620, 1640, and 1705.)

1230 HEALTH SCIENCES: (Professional level; see also 1735.)

1231 MEDICINE: All basic medical sciences and clinical specialties.
1232 VETERINARY MEDICINE
1233 DENTISTRY
1234 NURSING
1235 PHARMACY
1236 PUBLIC HEALTH
1238 OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.
1239 GENERAL HEALTH SCIENCES

1299 GENERAL LIFE SCIENCES

1300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, Engineering)

1310 MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.

1320 COMPUTER SCIENCES: Includes information and computing sciences.

1330 PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

1340 ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, ceramic, chemical, civil, construction, electrical, electronic, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc.
(See also 1725.)

1399 GENERAL M.C.P.E. SCIENCES

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH - Continued

1400 BEHAVIORAL SCIENCES

1410 PSYCHOLOGY

1420 SOCIAL SCIENCES: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., interdisciplinary studies of geographically defined areas.

1499 GENERAL BEHAVIORAL SCIENCES

1500 HUMANITIES

1510 FINE ARTS: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance. (See also 1730.)

1520 LETTERS: English, language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 1670); speech if not primarily dramatic arts; journalism if not a professional school (see also 1690).

1599 GENERAL HUMANITIES

1600 PROFESSIONS (Professional schools not included above.)

1610 ADMINISTRATIVE PROFESSIONS: Business administration; institutional administration, including hospital administration; public administration; etc. (See also 1715.)

1620 EDUCATION: Includes agricultural education, business education, etc.

1630 ENVIRONMENTAL DESIGN: Architecture, landscape architecture, urban and regional planning, etc.

1640 HOME ECONOMICS: Includes departments which are not in a professional school; includes departments of agricultural colleges.

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH - Continued

1600 PROFESSIONS - Continued

1650 LAW

1660 SOCIAL WORK

1670 THEOLOGY: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs, such as the Higher Education Facilities Act of 1963 and related subsequent legislation.

1690 OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

1699 GENERAL PROFESSIONS

1700 TECHNICAL-VOCATIONAL FIELDS

1705 AGRICULTURAL TECHNOLOGIES

1710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES

1715 BUSINESS TECHNOLOGIES: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.

1720 CONSTRUCTION TECHNOLOGIES: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

1725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.

1730 GRAPHIC ARTS TECHNOLOGIES: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.

1735 HEALTH TECHNOLOGIES: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologist, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH - Continued

1700 TECHNICAL-VOCATIONAL FIELDS - Continued

1750 PUBLIC SERVICE TECHNOLOGIES: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

1760 TRANSPORTATION TECHNOLOGIES: Automotive, aviation, heavy truck, and other transportation technologies.

1790 OTHER TECHNICAL-VOCATIONAL FIELDS: Other specific technical-vocational fields, not properly classifiable above.

1799 GENERAL TECHNICAL-VOCATIONAL FIELDS

1800 PHYSICAL EDUCATION AND MILITARY SCIENCES

1810 PHYSICAL EDUCATION: Includes health and recreation education, as in "HPER" departments. Includes intramural athletic programs administered by the physical-education department, but excludes intercollegiate athletics if organizationally separate (see 7000).

1820 MILITARY SCIENCES: Air and Aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and equivalent.

2000 ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)

Demonstration and practice schools for education departments; demonstration and practice homes for home-economics departments; teaching hospitals for medical schools; any other organizationally separate and physically identifiable institutional units which are functionally related to departments of instruction and research, and/or to organized research units.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the related organized activity units. The coding of a given organized activity unit should be consistent with the coding of the institution's related department of instruction and research (and/or related organized research unit).

2100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

2110 GENERAL (Broader than any one multiple of 100 below.)
2120 UNCLASSIFIED (This category should be avoided.)
2199 (Classroom Facilities: Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, organized activity units.)

2000 ORGANIZED ACTIVITY UNITS - Continued

2200 LIFE SCIENCES

- 2210 BIOLOGICAL SCIENCES
- 2220 AGRICULTURAL SCIENCES
- 2230 HEALTH SCIENCES
  - 2231 MEDICINE
  - 2232 VETERINARY MEDICINE
  - 2233 DENTISTRY
  - 2234 NURSING
  - 2235 PHARMACY
  - 2236 PUBLIC HEALTH
  - 2238 OTHER HEALTH SCIENCES
  - 2239 GENERAL HEALTH SCIENCES
- 2299 GENERAL LIFE SCIENCES

2300 M.C.P.E. SCIENCES

- 2310 MATHEMATICAL SCIENCES
- 2320 COMPUTER SCIENCES
- 2330 PHYSICAL SCIENCES
- 2340 ENGINEERING SCIENCES
- 2399 GENERAL M.C.P.E. SCIENCES

2400 BEHAVIORAL SCIENCES

- 2410 PSYCHOLOGY
- 2420 SOCIAL SCIENCES
- 2499 GENERAL BEHAVIORAL SCIENCES

2500 HUMANITIES

- 2510 FINE ARTS
- 2520 LETTERS
- 2599 GENERAL HUMANITIES

2600 PROFESSIONS

- 2610 ADMINISTRATIVE PROFESSIONS
- 2620 EDUCATION
- 2630 ENVIRONMENTAL DESIGN
- 2640 HOME ECONOMICS
- 2650 LAW
- 2660 SOCIAL WORK
- 2670 THEOLOGY
- 2690 OTHER PROFESSIONS
- 2699 GENERAL PROFESSIONS

2000 ORGANIZED ACTIVITY UNITS - Continued

2700 TECHNICAL-VOCATIONAL FIELDS

2705 AGRICULTURAL TECHNOLOGIES
2710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES
2715 BUSINESS TECHNOLOGIES
2720 CONSTRUCTION TECHNOLOGIES
2725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
2730 GRAPHIC ARTS TECHNOLOGIES
2735 HEALTH TECHNOLOGIES
2750 PUBLIC SERVICE TECHNOLOGIES
2760 TRANSPORTATION TECHNOLOGIES
2790 OTHER TECHNICAL-VOCATIONAL FIELDS
2799 GENERAL TECHNICAL-VOCATIONAL FIELDS

2800 PHYSICAL EDUCATION AND MILITARY SCIENCES

2810 PHYSICAL EDUCATION (See 1810. Note than an administratively separate organized activity unit for intramural athletic programs could appropriately be coded 2810, but that an organizationally separate intercollegiate athletic program should be coded 7000 - Auxiliary Services, irrespective of the budgetary classification in the institution's own records.

2820 MILITARY SCIENCES

3000 ORGANIZED RESEARCH UNITS

Research institutes, laboratories, museums, etc., which are organizationally separate and physically identifiable, irrespective, of the sources of funds. This category does not include research projects which are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the organized research units. The coding of a given organized research unit should be consistent with the coding of the institution's related departments of instruction and research, unless (as is not unusual for organized research units) a broader category coded with 9 in the last digit (or even 3110) more accurately represents the unit's subject field.

3100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

3110 GENERAL (Broader than any one multiple of 100 below.)
3120 UNCLASSIFIED (This category should be avoided.)
3199 (Classroom Facilities: Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, organized research units.)

3000 ORGANIZED RESEARCH UNITS - Continued

3200 LIFE SCIENCES

- 3210 BIOLOGICAL SCIENCES
- 3220 AGRICULTURAL SCIENCES
- 3230 HEALTH SCIENCES
  - 3231 MEDICINE
  - 3232 VETERINARY MEDICINE
  - 3233 DENTISTRY
  - 3234 NURSING
  - 3235 PHARMACY
  - 3236 PUBLIC HEALTH
  - 3238 OTHER HEALTH SCIENCES
  - 3239 GENERAL HEALTH SCIENCES
- 3299 GENERAL LIFE SCIENCES

3300 M.C.P.E. SCIENCES

- 3310 MATHEMATICAL SCIENCES
- 3320 COMPUTER SCIENCES
- 3330 PHYSICAL SCIENCES
- 3340 ENGINEERING SCIENCES
- 3399 GENERAL M.C.P.E. SCIENCES

3400 BEHAVIORAL SCIENCES

- 3410 PSYCHOLOGY
- 3420 SOCIAL SCIENCES
- 3499 GENERAL BEHAVIORAL SCIENCES

3500 HUMANITIES

- 3510 FINE ARTS
- 3520 LETTERS
- 3599 GENERAL HUMANITIES

3600 PROFESSIONS

- 3610 ADMINISTRATIVE PROFESSIONS
- 3620 EDUCATION
- 3630 ENVIRONMENTAL DESIGN
- 3640 HOME ECONOMICS
- 3650 LAW
- 3660 SOCIAL WORK
- 3670 THEOLOGY
- 3690 OTHER PROFESSIONS
- 3699 GENERAL PROFESSIONS

3700 TECHNICAL-VOCATIONAL FIELDS

- 3705 AGRICULTURAL TECHNOLOGIES
- 3710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES

3000 ORGANIZED RESEARCH UNITS - Continued

3700 TECHNICAL-VOCATIONAL FIELDS - Continued

3715 BUSINESS TECHNOLOGIES
3720 CONSTRUCTION TECHNOLOGIES
3725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
3730 GRAPHIC ARTS TECHNOLOGIES
3735 HEALTH TECHNOLOGIES
3750 PUBLIC SERVICE TECHNOLOGIES
3760 TRANSPORTATION TECHNOLOGIES
3790 OTHER TECHNICAL-VOCATIONAL TECHNOLOGIES
3799 GENERAL TECHNICAL-VOCATIONAL TECHNOLOGIES

3800 PHYSICAL EDUCATION AND MILITARY SCIENCES

3810 PHYSICAL EDUCATION
3820 MILITARY SCIENCES

4000 PUBLIC SERVICE UNITS

Extension, i.e., adult or continuing education, including agricultural extension, engineering extension, etc.; also any other organizationally separate public-service unit with the primary objective of making available to the general public the benefits of the instructional and/or research activities of an institution of higher education, including activities of a cultural nature, e.g., dramatic and/or musical performances.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the public-service units. The coding of a given public-service unit should be consistent with the coding of the institution's related departments of instruction and research, but code 4110 often will be appropriate for a general extension unit because the subject-field departmentalization (if any) usually is not identifiable in terms of room assignments.

4100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

4110 GENERAL (Broader than any one multiple of 100 below.)
4120 UNCLASSIFIED (This category should be avoided.)
4199 (Classroom Facilities: Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, public-service units.)

4200 LIFE SCIENCES

4210 BIOLOGICAL SCIENCES
4220 AGRICULTURAL SCIENCES (Includes agricultural extension.)

4000 PUBLIC SERVICE UNITS - Continued

4200 LIFE SCIENCES - Continued

- 4230 HEALTH SCIENCES
  - 4231 MEDICINE (Includes medical extension.)
  - 4232 VETERINARY MEDICINE
  - 4233 DENTISTRY
  - 4234 NURSING
  - 4235 PHARMACY
  - 4236 PUBLIC HEALTH
  - 4238 OTHER HEALTH SCIENCES
  - 4239 GENERAL HEALTH SCIENCES
- 4299 GENERAL LIFE SCIENCES

4300 M.C.P.E. SCIENCES

- 4310 MATHEMATICAL SCIENCES
- 4320 COMPUTER SCIENCES
- 4330 PHYSICAL SCIENCES
- 4340 ENGINEERING SCIENCES (Includes engineering extension.)
- 4399 GENERAL M.C.P.E. SCIENCES

4400 BEHAVIORAL SCIENCES

- 4410 PSYCHOLOGY
- 4420 SOCIAL SCIENCES
- 4499 GENERAL BEHAVIORAL SCIENCES

4500 HUMANITIES

- 4510 FINE ARTS
- 4520 LETTERS
- 4599 GENERAL HUMANITIES

4600 PROFESSIONS

- 4610 ADMINISTRATIVE PROFESSIONS
- 4620 EDUCATION
- 4630 ENVIRONMENTAL DESIGN
- 4640 HOME ECONOMICS
- 4650 LAW
- 4660 SOCIAL WORK
- 4670 THEOLOGY
- 4690 OTHER PROFESSIONS
- 4699 GENERAL PROFESSIONS

4700 TECHNICAL-VOCATIONAL FIELDS

- 4705 AGRICULTURAL TECHNOLOGIES
- 4710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES
- 4715 BUSINESS TECHNOLOGIES

4000 PUBLIC SERVICE UNITS - Continued

4700 TECHNICAL-VOCATIONAL FIELDS - Continued

4720 CONSTRUCTION TECHNOLOGIES
4725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
4730 GRAPHIC ARTS TECHNOLOGIES
4735 HEALTH TECHNOLOGIES
4750 PUBLIC SERVICE TECHNOLOGIES
4760 TRANSPORTATION TECHNOLOGIES
4790 OTHER TECHNICAL-VOCATIONAL TECHNOLOGIES
4799 GENERAL TECHNICAL-VOCATIONAL TECHNOLOGIES

4800 PHYSICAL EDUCATION AND MILITARY SCIENCES

4810 PHYSICAL EDUCATION
4820 MILITARY SCIENCES

NOTE: The following categories of organizational units are not classified by subject fields. Institutional units in categories 5000 through 8000 should be coded simply as the appropriate multiple of 1000.

5000 LIBRARY

Main library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, including law libraries and medical libraries, but not informal "departmental libraries" which are organizationally part of any units in the 1000-, 2000-, 3000-, or 4000-series above.

6000 GENERAL ADMINISTRATION

Any institutional unit the primary objective of which is the orderly planning and operation of the instructional research and/or public-service activities of the institution in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. (This catagory is intended to include the institutional unit ordinarily represented by the budget category of General Administration.)

6500 INSTITUTIONAL SERVICES (PHYSICAL PLANT)

(This category is intended to include the institutional units ordinarily represented by the budget categories of General Services and Physical Plant.)

7000 AUXILIARY SERVICES

Institutional units which are characteristically represented by the types of physical facilities classified as General-Use Facilities (room-type codes in the 600-series) and/or Residential Facilities (room-type codes in the 900-series), except to the extent that those units support specific instructional, research, and/or public-service units. Includes intercollegiate athletics if organizationally separate and physically distinguishable from physical education, irrespective of budgetary classification in the institution's own records.

8000 NON-INSTITUTIONAL AGENCIES

Public or private agencies which are not under the direct supervision or control of the institutional administration irrespective of the degree of association with, or relationship to, any institutional units.

9000 UNASSIGNED

Facilities which are not assigned to, or are not available to, any institutional unit (or non-institutional agency) at the time of the facilities inventory. The overall code 9000 is intended only for captions and subtotals in tabulated reports; itemized data should be coded in terms of the most appropriate of the following categories only:

9081 INACTIVE: Rooms or other assignable floor areas which are available for assignment, but which are unassigned at the time of the facilities inventory.

9082 ALTERATION OR CONVERSION: Rooms or other assignable floor areas which are temporarily out of use because they are under alteration or conversion (or rehabilitation) at the time of the facilities inventory.

9083 UNFINISHED: Rooms or other assignable floor areas in new buildings, or in new additions to existing buildings, which are unfinished at the time of the facilities inventory.

NOTE: Ordinarily, the rooms or other assignable spaces to be coded as above are those which are also coded in terms of the corresponding room-type categories (081 - Inactive, 082 - Alteration or Conversion, or 083 - Unfinished). Otherwise, those floor areas will be included in the totals tabulated for whatever other organizational-unit categories are coded in the room-by-room records--e.g., code 1420 for a social-science instructional department, or code 6000 for a general-administration or institutional-service unit.

Thus, a given room or other assignable space which is coded in terms of one of the "unassigned" room-type categories should be coded in terms of the above "unassigned" organizational-unit category with the same last two digits in the code number, unless a specific organizational-unit code (e.g., 1420 or 6000) will appropriately imply that those "unassigned" rooms are so nearly completed and ready for use by the specific institutional unit that they should be included in the total floor area available for that category of organizational units at the time of the facilities inventory.

Similarly, one of the above "unassigned" organizational-unit codes should not be used for a room with a room-type code in the 100-900 series, unless the specific room-type code will appropriately imply that those facilities are so nearly completed and ready for use that they should be included in the total available amount of that type of facilities at the time of the facilities inventory. (In the unusual instance of a recently completed building large enough for future increases in occupancy, organizational-unit code 9081 with specific room-type codes--e.g., 310 - Office--would correctly indicate the availability of unassigned rooms which are not in use. Conversely, a specific organizational-unit code with room-type code 081 could correctly indicate that the room is assigned to an institutional unit, but is not actually in use.)

APPENDIX C

ACTIVITY

STANDARD CODES
AND
DEFINITIONS

The use of a limited number of activity categories for classification of operating expenditures is a well-established practice among colleges and universities. This dimension of the space classification system is designed to facilitate the allocation of rooms according to the activity which they serve.

Institutions may elect to use a variety of techniques in the application of the activity classification to physical facilities. To the extent possible, individual rooms should be identified by activity. It is recognized, however, that some institutions may find it difficult, if not impossible, to specify a single activity for certain rooms because of their multiple use or the variety of activities served by the personnel housed therein.

Appropriate techniques should be developed by each institution for the allocation of such areas to the appropriate institutional activities. The allocation of space among two or more activities may be made according to budgetary support, type of space, departmental assignment, division of effort, hours of use or combinations of these techniques. Such allocation may be made with regard to individual rooms, rooms of a specific type, or rooms assigned to a specific department.

ACTIVITY CATEGORIES

- 10 Instruction
- 20 Research
- 30 Public Service
- 40 Library
- 50 General Administration
    - 55 Institutional Services (Physical Plant)
- 60 Auxiliary Services
- 70 Non-Institutional Agencies
- 80 Unassigned Area
    - 81 Inactive Area
    - 82 Alteration or Conversion Area
    - 83 Unfinished Area
- 99 Prorate
- 00 Non-Assignable Area
    - 01 Custodial Area
    - 02 Circulation Area
    - 03 Mechanical Area
    - 04 Construction Area

10 INSTRUCTION: Any activity the primary objective of which is the transmission or dissemination of knowledge to college students on a group or individual basis, including that portion of graduate instruction involving organized classes for which credit is awarded.

Examples of the types of rooms often wholly allocated to this activity are classrooms, class laboratories, and related service facilities. Areas used for "organized activities relating to educational departments" such as laboratory schools and demonstration facilities should also be included here, except to the extent allocable to research and/or public service.

20 RESEARCH: Any activity the primary objective of which is the discovery or application of knowledge, including the research activities engaged in by students as a part of their graduate training.

Examples of the types of rooms often wholly allocated to this activity are non-class laboratories, offices assigned to research personnel, and related service facilities.

30 PUBLIC SERVICE: Any activity the primary objective of which is to make available to the general public the benefits of the instructional and/or research activities of an institution of higher education. This definition is intended to include activities of a cultural nature as well as activities frequently described as "extension" or "adult and continuing education".

Examples of the types of room wholly allocable to this activity are classrooms and offices used exclusively for extension or continuing education programs.

40 LIBRARY: The orderly collection, storage, and retrieval of knowledge. This activity may be housed in a central location or decentralized and housed in two or more separate facilities. In either case, those activities which are under the supervision and control of a "Director of Libraries" and are available for use by more than one department within an institution of higher education should be included in this category.

50 GENERAL ADMINISTRATION: Any activity the primary objective of which is the orderly planning and operation of the instruction, research, and/or public service activity of an institution of higher education in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. For the purposes of this classification system, this category is intended to include the activities represented by the budget category of General Administration.

55 INSTITUTIONAL SERVICES (PHYSICAL PLANT): Any activity ordinarily represented by the budget categories of General Services and Physical Plant.

60 AUXILIARY SERVICES: Activities which are characteristically represented by the types of physical facilities classified by "Room Type" and "GENERAL-USE FACILITIES" and "RESIDENTIAL FACILITIES" except to the extent such activities support instruction, research, public service, library, and/or general administration and institutional services.

70 NON-INSTITUTIONAL AGENCIES: Public or private agencies not under the supervision or control of the institutional administration.

80 UNASSIGNED: All areas which are unassigned at the time of the inventory either because of the nature of the space or because of its present condition.

81 Inactive Space: Included in this category are areas which are available for assignment to one of the above activities but are unassigned at the time of the inventory.

82 Alteration or Conversion: Included in this category are areas which are temporarily out of use because they are under alteration or conversion.

83 Unfinished: Included in this category are areas in new buildings or additions to existing buildings which are unfinished at the time of the inventory.

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